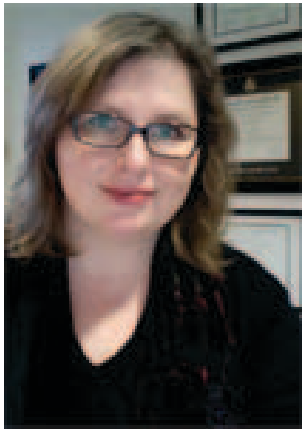
Stony Brook
University

Welcome

You should be hearing music now.

Human Resource Management Student Orientation

Dr. John Coverdale, Faculty Director
Human Resource Management Program
School of Professional Development
Stony Brook University
John.Coverdale@stonybrook.edu



Kim Giacalone, Director
Marketing and Communications
School of Professional Development
Stony Brook University
Kim.Giacalone@stonybrook.edu

Agenda

- Welcome
- Program overview
- Enrollment information
- Expectations
- Advisement
- Resources
- Staying connected
- Q & A

Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT

Check out *www.stonybrook.edu/sb/fastfacts/*

About Stony Brook University

- Growing University
- Broad reach
- History of innovation
- Powerful partnerships

Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT

THE TOP 1%!

Where Stony Brook sits among all the world's universities.

THE TOP 100!

Stony Brook's ranking among national universities.

THE TOP 40!

Stony Brook's ranking among public national universities.

We are Seawolves

The Sports Complex and state-of-the-art 8,300-seat Kenneth P. LaValle Stadium — the largest outdoor facility in Suffolk County — are home to Stony Brook University's 20 NCAA Division I athletics teams. All teams compete in the America East Conference except for football, which is a member of the Big South Conference.

Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT

Kenneth P. LaValle Stadium

About SPD and HRM

- Stony Brook's School for working professionals who want to enhance their career through part-time graduate study
- 26 graduate degree and certificate programs
- Courses offered primarily online with on-campus courses scheduled in the evening
- Collaboration with the College of Business
- ~200 students currently matriculated in SPD's HRM programs

Social & Behavioral Sciences Building

Stony Brook's First National Champion

Track and field star Lucy Van Dalen — Stony Brook's first-ever national champion — is an SPD graduate. She then qualified for the 2012 London Olympics and reached the semifinals of the 1500m while representing her native New Zealand.

Notable SPD Alumna

Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT

Notable SPD Alumna (okay, not really)

And thousands of teachers, managers, environmental consultants, musicians, trainers, coaches, K-12 school leaders, human resource administrators, writers, information systems specialists, artists and a host of others.

Planning Your Course of Study

Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT

- Admissions
- Master of Science
- Adv…ate Certificate
- Cours…
- Tuiti…
- SHRM …dent Chapter
- Virtu… …mmons
- Contact Us
- HRM Home

Upcoming Events

New Student Orientation
Students admitted for Summer 2015 should sign up for the orientation webinar on May 5.
»**Details & Registration**

Human Resource Management Programs

Overview | Graduate Programs | Flexible Scheduling | SHRM Student Chapter

Human Resource Management Programs at Stony Brook University

The ability to effectively manage human resources is critical to the success of any organization. HR professionals must possess the broad-based knowledge and specific competencies necessary to align human resource functions with organizational goals. Stony Brook University's Human Resource Management programs are designed to provide the academic preparation required for professionals to enter the field or advance their careers.

The curriculum integrates theory and practice within the dynamic context of human resource administration. Students may choose from a wide selection of courses — in subjects such as organizational development, benefits and compensation and employment law — in combination with foundational courses in business, HR management,

HRM Website: *www.stonybrook.edu/spd/hrm*

Master of Science in Human Resource Management

The Master of Science in Human Resource Management program consists of 10 three-credit courses as outlined below. The curriculum has been updated and refined to align with standards established by the Society for Human Resource Management. Newly admitted students will follow the program as it is presented below; continuing students may choose to follow this new program or they may fulfill degree requirements by using a combination of courses from the new program and their **original HRM program**.

Students are advised to print and keep one of the following advisement worksheets to plan their degree:

- **Advisement Worksheet for Students Admitted in Fall 2015 or later** (PDF)
- **Advisement Worksheet for Students Admitted Prior to Fall 2015** (PDF)
- **Advisement Worksheet for International Students** (PDF)

Degree Requirements – Effective Fall 2015

Every course is required. All students must take HRM 532 in their first semester.

HRM 532 Foundations of Human Resources (formerly CES 515)

HRM 533 Employee Relations and Labor Management (formerly CES 516 Survey of Employee Relations)

HRM 537 Employee Learning and Professional/Career Development (formerly CEX 537 Employee Learning and Development)

HRM 538 Organizational Development and Change Management (formerly CEX 538 Organizational Change Management; prerequisite: HRM 532)

HRM 541 Human Relations and Workforce Planning (formerly CES 511 Human Relations in the Workplace)

Admissions
Master of Science
Adv. Graduate Certificate
Courses
Tuition
SHRM Student Chapter
Virtual Commons
Contact Us
HRM Home

Stony Brook University
School *of* Professional Development

MS in Human Resource Management Advisement Worksheet

(for students admitted in Fall 2015 or later)

Student's Name: _____ SBID #: _____

Email Address: _____ Telephone: _____

Human Resource Management Courses:	**Semester**	**Grade**
HRM 532 Foundations of Human Resources		
HRM 533 Employee Relations and Labor Management		
HRM 537 Employee Learning & Professional/Career Development		
HRM 538 Organizational Development and Change Management		
HRM 541 Human Relations and Workforce		
HRM 545 Employment Law and Policy		
HRM 546 Job Evaluation, Compensation Systems, and Benefits		
HRM 547 Organizational Performance Management		
HRM 548 Diversity and Global Issues in the Workplace		
HRM 595 Strategic Human Resources Master's Project		
HRM 585 Internship (optional)		

Program Requirements — 30 credits

HRM 532 Foundations of Human Resources
HRM 533 Employee Relations and Labor Management
HRM 537 Employee Learning and Professional/Career Development
HRM 538 Organizational Development and Change Management
HRM 541 Human Relations and Workforce Planning
HRM 545 Employment Law and Policy
HRM 546 Job Evaluation, Compensation Systems, and Benefits
HRM 547 Organizational Performance Management
HRM 548 Diversity and Global Issues in the Workplace
HRM 595 Strategic Human Resources Master's Project

HRM 595 Project Seminar

- Goal is to teach students to understand and conduct graduate-level research.
- At least 25 pages in length; APA formatted.
- Must earn a "B" or higher to count toward degree.
- Students will be guided in selecting a topic for their research paper.
- Prerequisite: 24 credit hours
- Get a head start! Start using a reference management program like Zotero or EndNote now (more on this later).

HRM 585 Internship (optional)

- Students who are not working in the field may choose to gain field experience by completing a one-credit internship practicum over and above the requirements for the Master of Science degree
- A minimum of 45 hours of work is required in a setting that is outside of the your current area of employment.
- The Career Center maintains an internship database.
- Students must obtain approval from the program director to enroll in this S/U graded course.

Planning Your Course of Study

- MS students have five years to complete the degree.
- Four courses (12 credits) maximum per term but the recommendation is two for working students.
- Students should take HRM 532 and HRM 533 early on in their course of study.

Planning Your Course of Study (cont'd)

- On-campus courses are offered less frequently than online courses.
- **International students** or those students who are receiving **financial assistance** may have requirements in terms of modality or course load.

Scheduling Overview

- Online classes: 10-week terms that start at beginning of Fall, Spring and Summer I *
- Face-to-face classes:
  - Fall and Spring: Class meets for 3 hours once per week for 15 weeks
  - Summer I and II: Classes meet for 3.5 hours twice a week for 6 weeks
- Winter session courses last 3 weeks

*Except for HRM 595, which meets for the full 15 weeks

Expectations

Academic Expectations

- Be an active participant in the classroom.
- Meet all assignment deadlines.
- Focus on the quality of your writing – including content, citations, sentence structure, grammar, and spelling.
- Maintain good academic standing with a minimum GPA of 3.0 (graduate, cumulative and in the program)
- Read and understand SPD's Academic Honesty Policy listed in the Bulletin.

Academic Honesty

- Cornerstone of all academic and scholarly work.
- Minimum penalty is an "F" in the course and suspension for one term for students found responsible for academic dishonesty.
- Often, accused students did not know how to properly cite their sources (but they are still held responsible).
- Consider attending our Citation Skills Workshop in August or viewing one of our recorded workshops posted on the SPD Library Guide website: guides.library.stonybrook.edu/spd/home

Online Learning at SPD

- Asynchronous seminars conducted via Blackboard
- All students are required to participate at least three different days during the week
- Requires careful reading and considerable amount of writing in discussion boards
- Videos and FAQs are available on the SPD Online website at www.stonybrook.edu/spd/online

Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT

- About SPD Online
- Online Graduate Programs
- SPD Online FAQs
- Getting Started
- Current Course Offerings
- SPD Academic Calendars
- Contact Us
- SPD Online Home

In 1996, the **School of Professional Development** began offering online courses to meet the needs of working professionals. Today we schedule more than 100 online courses per term, which can be used in our seven fully online degree and certificate programs.

Please read through the information below; if you still have questions, contact us.

SPD Online Overview

- About SPD Online
- SPD Online FAQs
- Online Degree & Certificates
- Current Semester Courses

New Student Information

Getting Started

Blackboard Video Tutorials

- Blackboard on demand videos

Online Learning Orientation

- Sign up for our next orientation webinar, January 20 at 12 noon Easter
- Watch the webinar recording from prior semester
- View the PowerPoint (pdf)

Username and Password (NetID)

- SOLAR System (log in and click "NetID Maintenance")

www.stonybrook.edu/spd/online

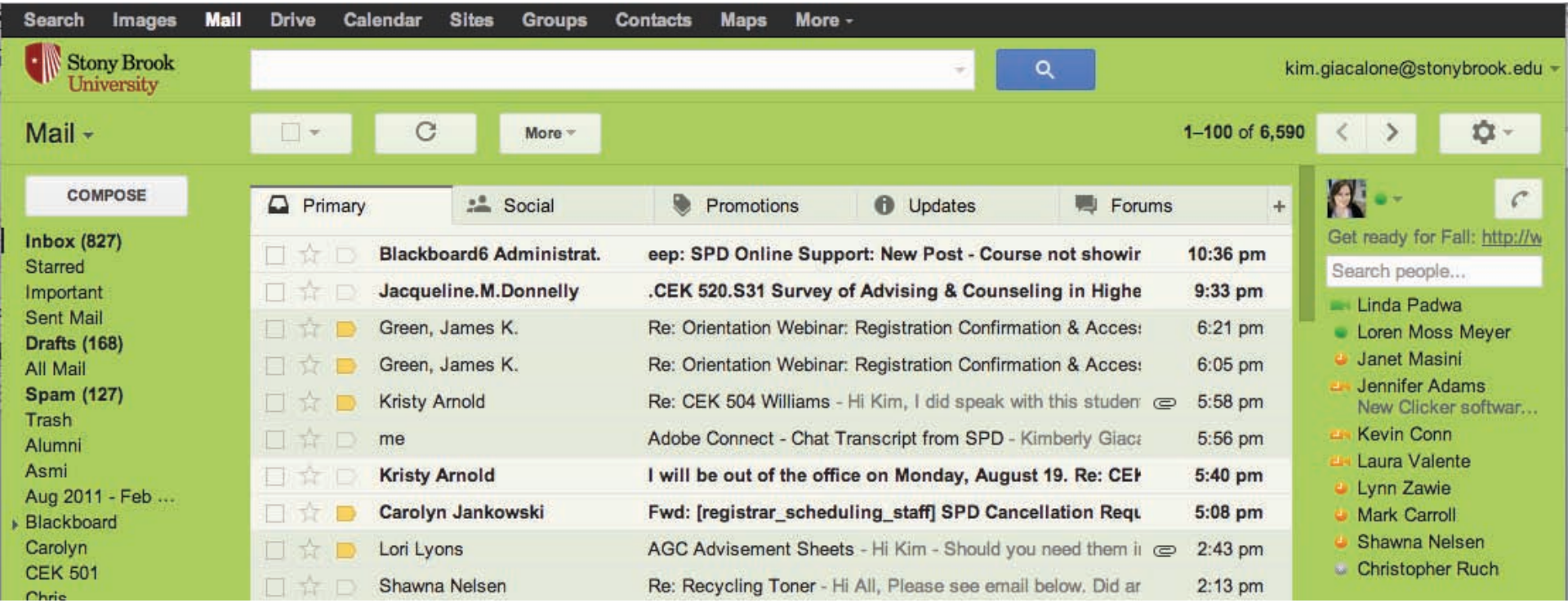
Administrative Expectations

- Students are responsible for knowing and abiding by all SPD/SBU policies and deadlines (refer to Academic Calendars, SOLAR, Student Accounts website, and SPD Bulletin).
- Check SOLAR for Messages and Holds.
- Proactively search for information on the SPD Website and SOLAR and seek help when needed.
- When contacting a University office, please include your SB ID and program name.

Administrative Expectations (cont'd)

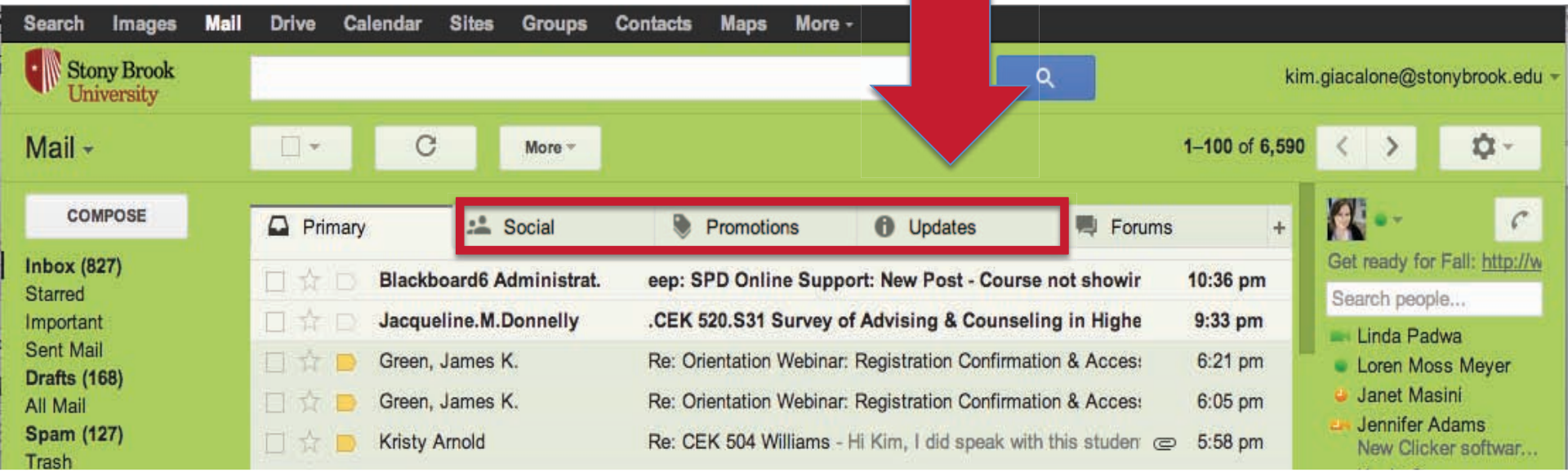
- **File for graduation** in SOLAR at the start of your last term! Details on our website at http://www.stonybrook.edu/spd/current/graduation.html
- **Sign-up for and use your Stony Brook email account.** http://www.stonybrook.edu/mycloud

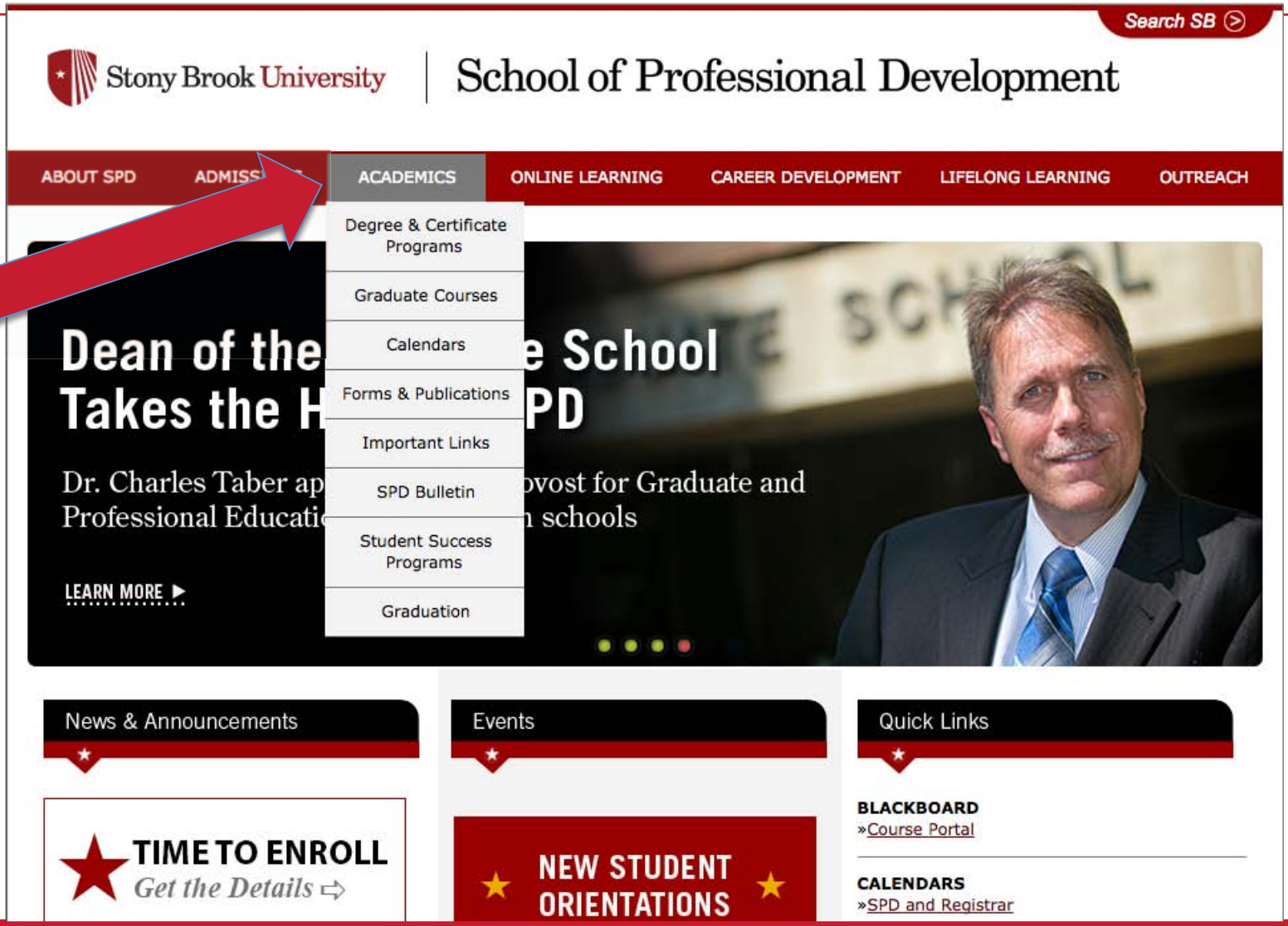
CHECK Your Stony Brook Email



Notice the tabbed interface:

Messages sometimes appear here.

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CAREER DEVELOPMENT
LIFELONG LEARNING
OUTREACH
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Professional Educati
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Get the Details
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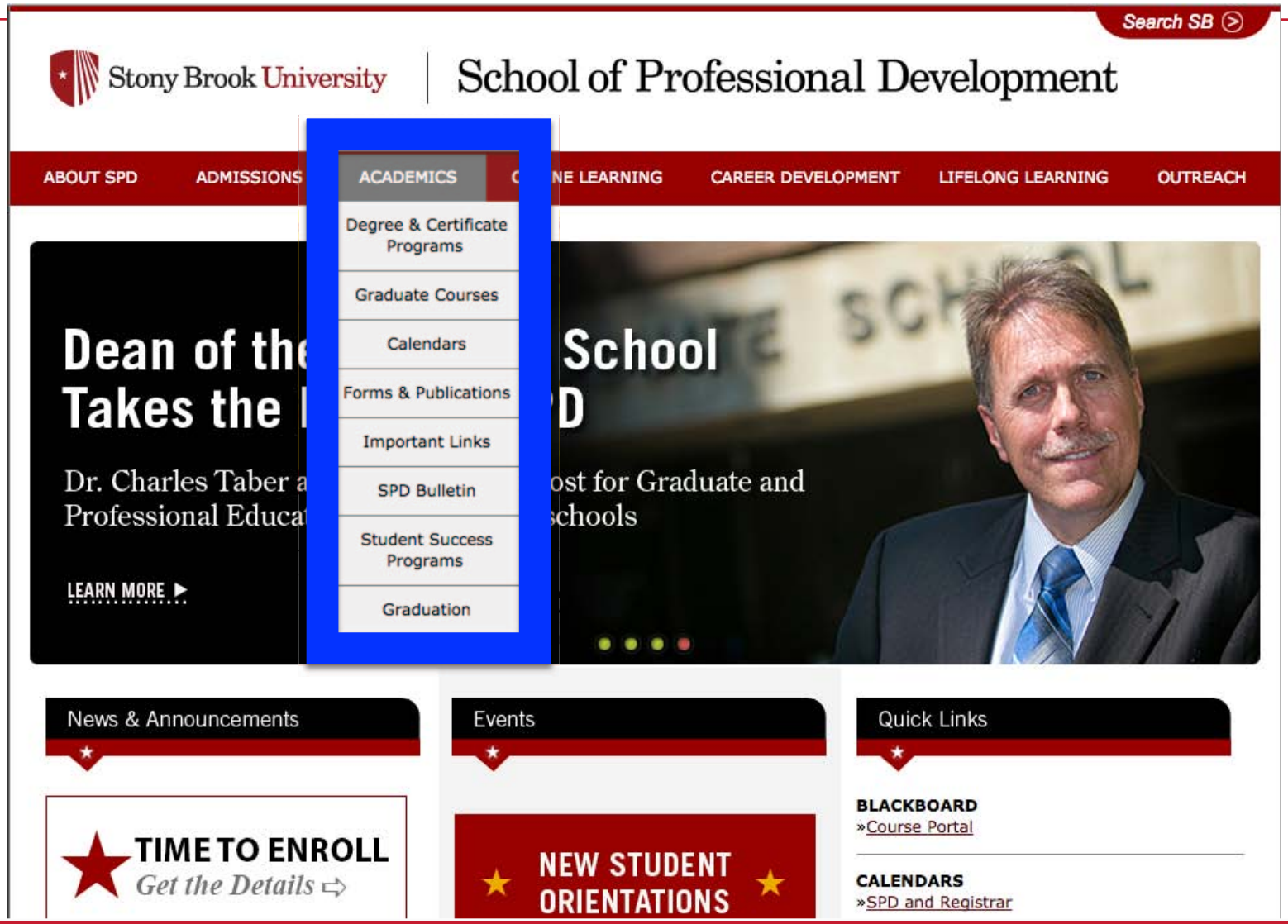
BLACKBOARD
»Course Portal
CALENDARS
»SPD and Registrar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schools
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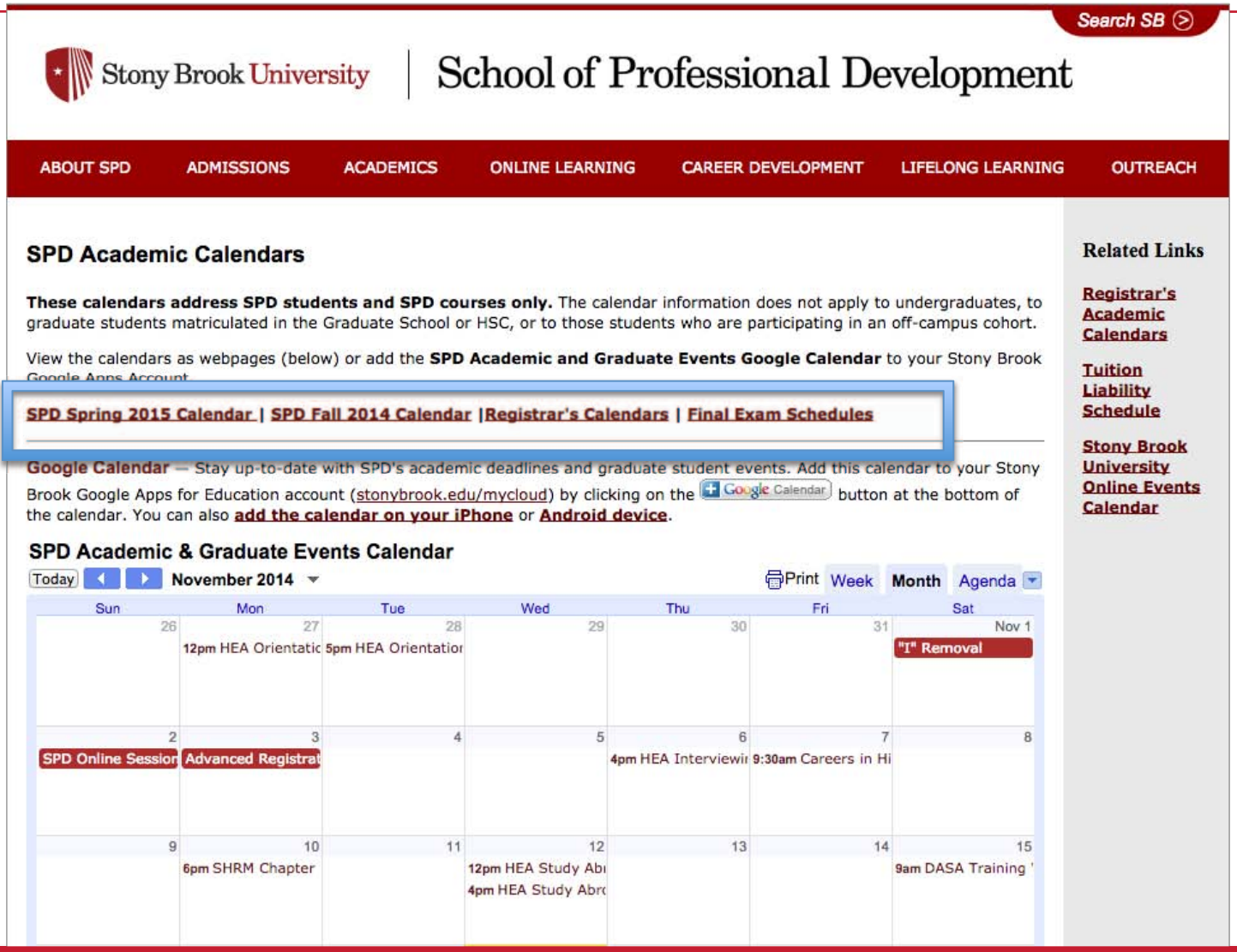
Get the Details
NEW STUDENT ORIENTATIONS
BLACKBOARD
»Course Portal
CALENDARS
»SPD and Registrar



www.stonybrook.edu/spd/graduate/calendar/index.html

Advisement and Assistance

Academic Advisement
Dr. John Coverdale, Faculty Director
john.coverdale@stonybrook.edu
631.632.7092

Student Services
Graduate Admissions and
Student Services
spd@stonybrook.edu
631.632.7050, option 1

International Students
Visa and Immigration Services
www.stonybrook.edu/visa
VIS@stonybrook.edu
631.632.4685

Online Learning Support
SPD Online
www.stonybrook.edu/spd/online
spd_online@stonybrook.edu
631.632.9484

Financial Aid
www.stonybrook.edu/finaid/
finaid@stonybrook.edu
631.632.6840

Graduation Clearance
www.stonybrook.edu/spd/graduation
spd_graduationandcertification@stonybrook.edu
631.632.7055

Resources For This Section

- SPD Website: http://www.stonybrook.edu/spd
- HRM Program: http://www.stonybrook.edu/spd/hrm/
- SPD Bulletin: http://www.stonybrook.edu/spd/bulletin
- SPD Online Website: http://www.stonybrook.edu/spd/online
- SPD Course Listings: http://www.stonybrook.edu/spd/graduate/courses
- SPD Academic Calendar: http://www.stonybrook.edu/spd/graduate/calendar

Enrollment Tips

Stony Brook University | Division *of* Information Technology

SCHOOL OF PROFESSIONAL DEVELOPMENT

HOME NEWS EVENTS SERVICES PROJECTS HELP Search

SOLAR

SOLAR LOGIN | RF EMPLOYEE TIME REPORTING

STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)

This system is online. | View Maintenance Schedule

SOLAR

SOLAR Mobile

SOLAR for Faculty & Staff

SOLAR for Students

SOLAR is Stony Brook University's enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more.

Frequently Asked Questions

How do I change my email address in SOLAR?

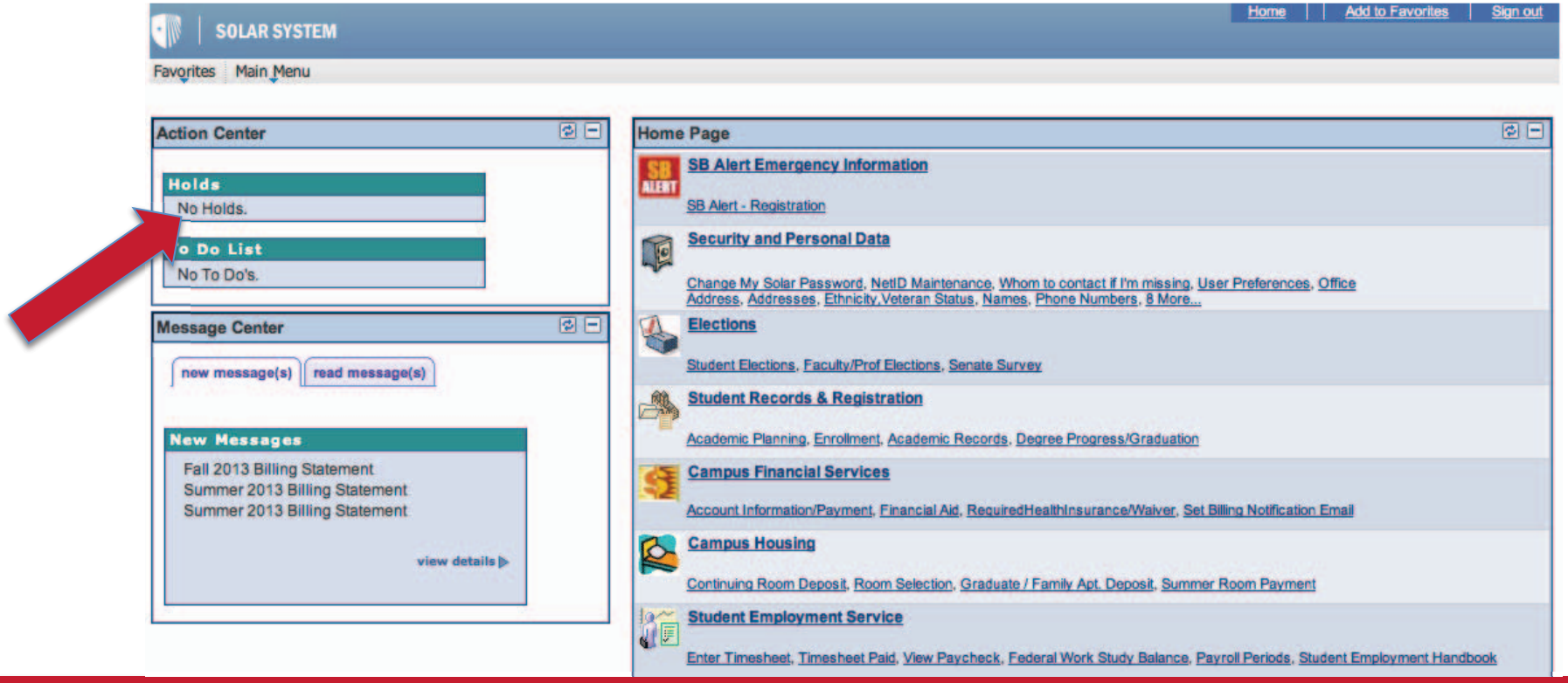
How do I change my emergency contact information in SOLAR?

How do I navigate SOLAR?

www.stonybrook.edu/solar

Get Cleared for Take-Off

Check Action Center and Message Center each time you log in



Common Enrollment Blocks (or Holds)

- Proof of Health Insurance
- Signing the Financial Responsibility Statement
- Enrollment in SB Alert
- Proof of MMR immunization

When To Enroll

- Enroll as soon as you are eligible and according to your enrollment appointment.
- Summer and Fall enrollment begins in early April.
- Winter and Spring enrollment begins in early November.
- Clear up any blocks you may have before registration begins.

A Word About Waitlists

- The majority of online courses will eventually fill.
- If the course you want is full, add your name to the waitlist. If someone drops, you will be enrolled automatically.
- Monitor your position and make schedule adjustments.
- Waitlist problems? Contact SPD Online.
- *Note: You are financially responsible for any course for which you are enrolled via the waitlist, so please double-check your schedule before the end of the tuition liability period.*

A Word About Cancellations

- SPD does not run courses with fewer than 10 students.
- Enroll early – we start cancelling underenrolled courses about four weeks prior to the start of class.
- Check the enrollment in your course by clicking on the course's title in SOLAR.
- If the course is still underenrolled four weeks prior to the start of class, consider adding a second course as a back-up.

Ordering Your Textbooks

- You can find textbook information on SOLAR and on the Campus Bookstore (Barnes and Noble) website: http://www.stonybrook.edu/provostliasn/bookstore/
- You can buy or rent your books from any place you choose if you have the ISBN (except special course packs).
- There are benefits and drawbacks to ordering from the campus bookstore.

Your NetID

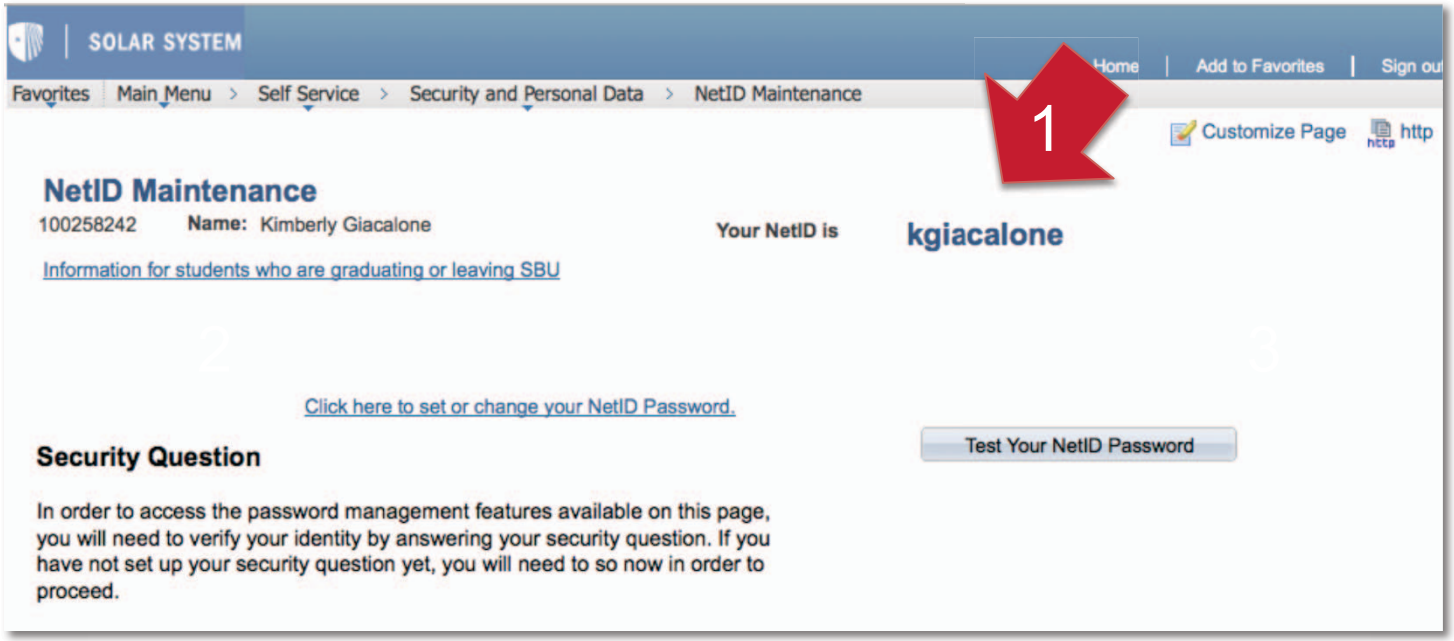
Your NetID

- Accesses all of the online resources not available in SOLAR: Blackboard, SB Connect, E-mail, Google Drive, Library Resources, SoftWeb, etc.
- Combination of your first initial and last name.
- Created for you – you need to log into SOLAR to create your NetID password.

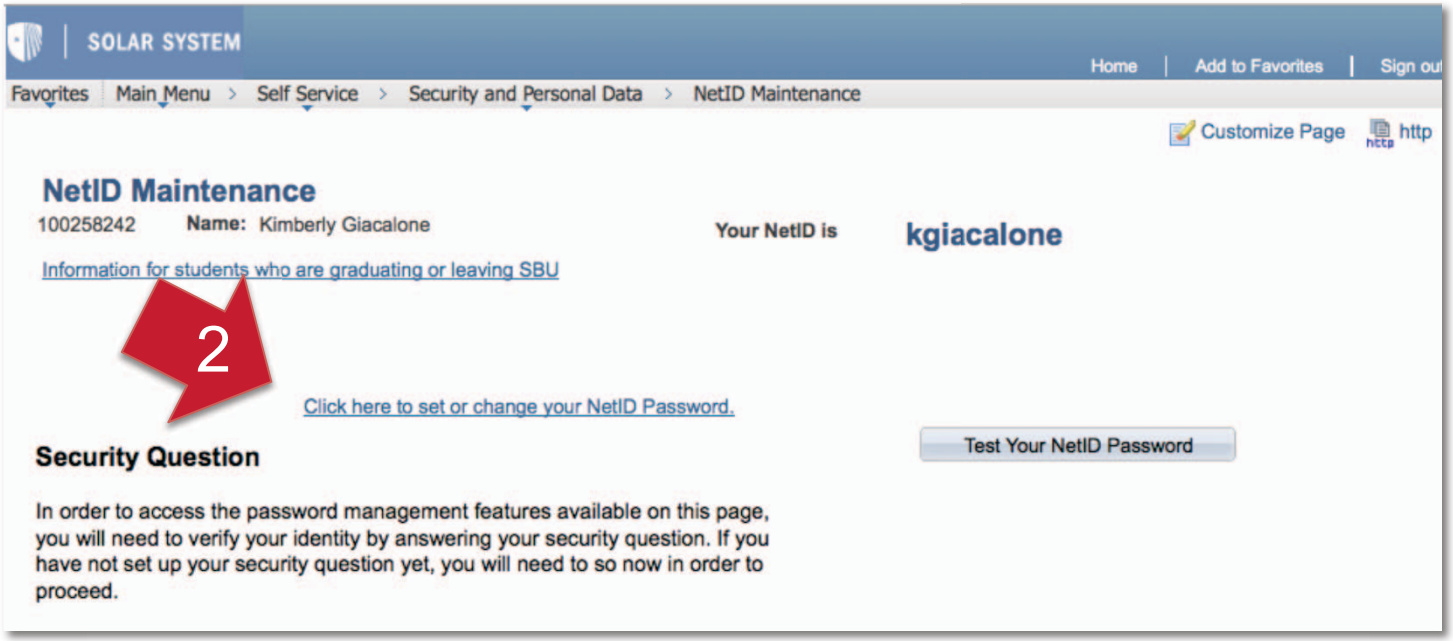
Your NetID

SOLAR SYSTEM
Home
Add to Favorites
Sign out
Favorites
Main Menu
Action Center
Holds
No
Holds.
To Do List
Complete Health Waiver by 2/15
view details
Home Page
Security and Personal Data
Change My Solar Password, NetID Maintenance, Whom to contact if I'm missing, User Preferences, Office Address, Addresses, Ethnicity,Veteran Status, Names, Phone Numbers, 8 More...
SB Alert Emergency Information
SB Alert - Registration
Elections
Student Elections, Faculty/Prof Elections, Senate Survey

Your NetID


SOLAR SYSTEM
Home | Add to Favorites | Sign out
Favorites Main Menu > Self Service > Security and Personal Data > NetID Maintenance
1
Customize Page http
NetID Maintenance
100258242 Name: Kimberly Giacalone
Your NetID is kgiacalone
Information for students who are graduating or leaving SBU
2
3
Click here to set or change your NetID Password.
Test Your NetID Password
Security Question
In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to so now in order to proceed.

Your NetID


SOLAR SYSTEM
Home | Add to Favorites | Sign out
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Customize Page http
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100258242 Name: Kimberly Giacalone
Your NetID is kgiacalone
Information for students who are graduating or leaving SBU
2
Click here to set or change your NetID Password.
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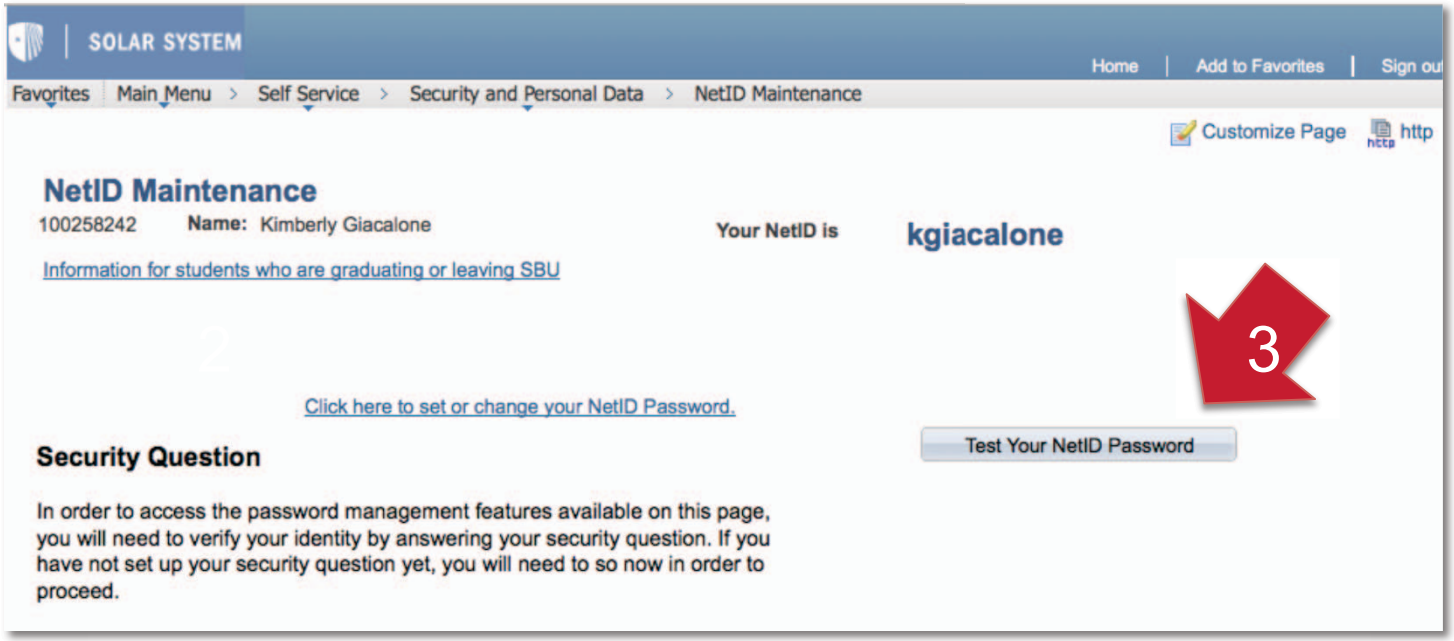
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3
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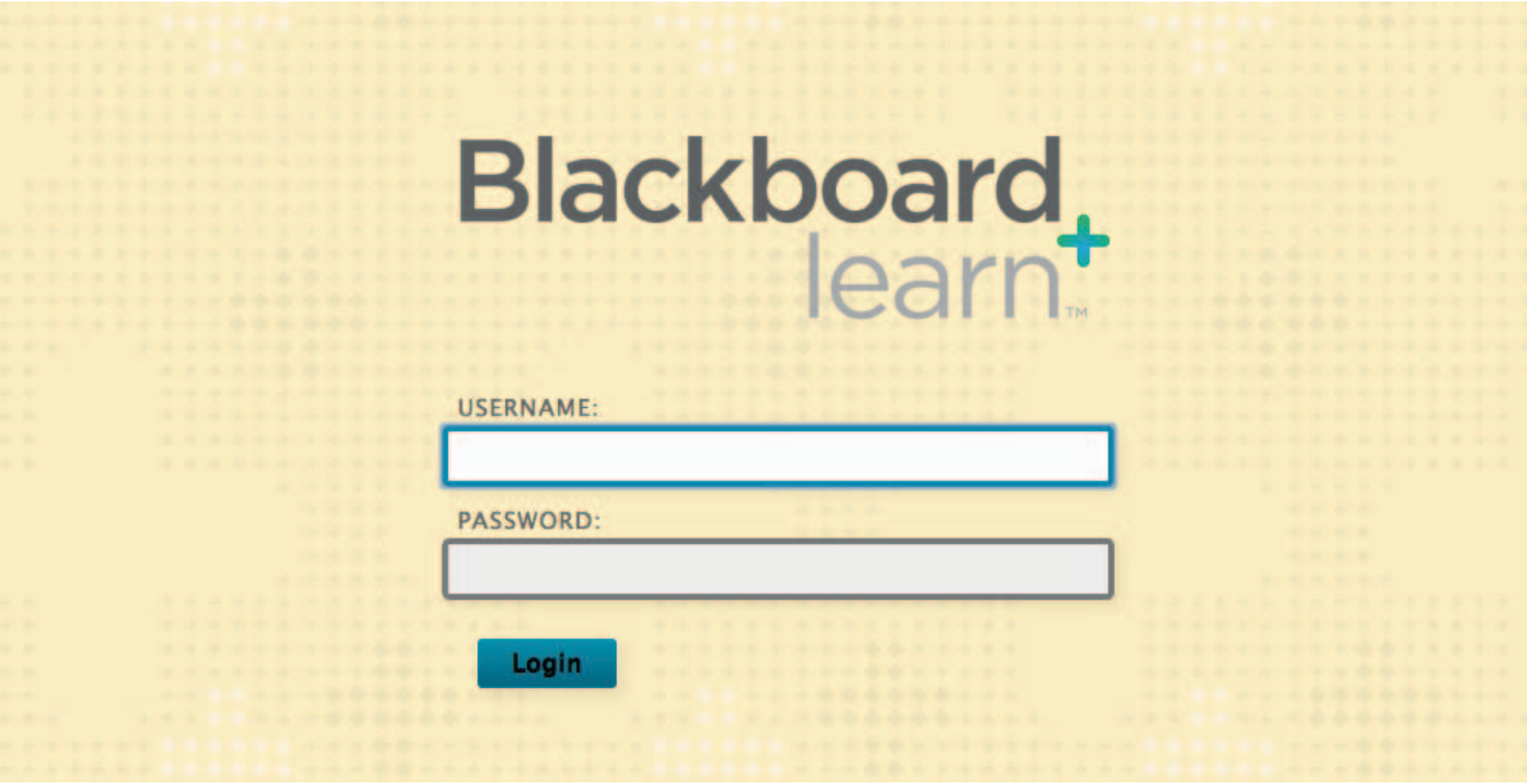
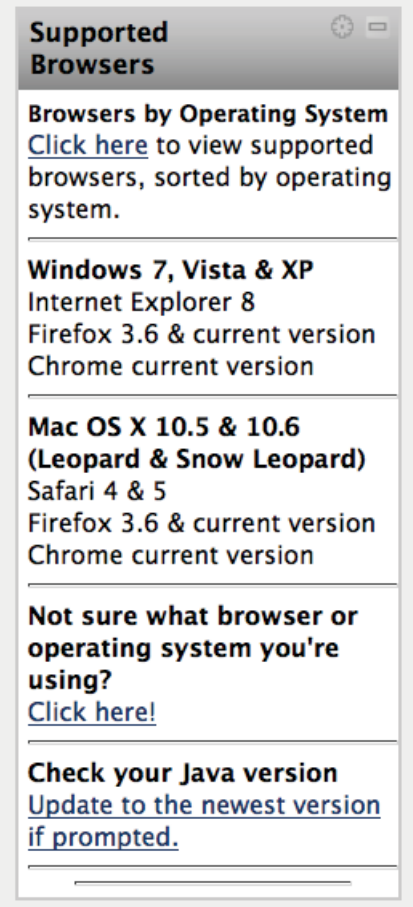
Security Question
In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to so now in order to proceed.

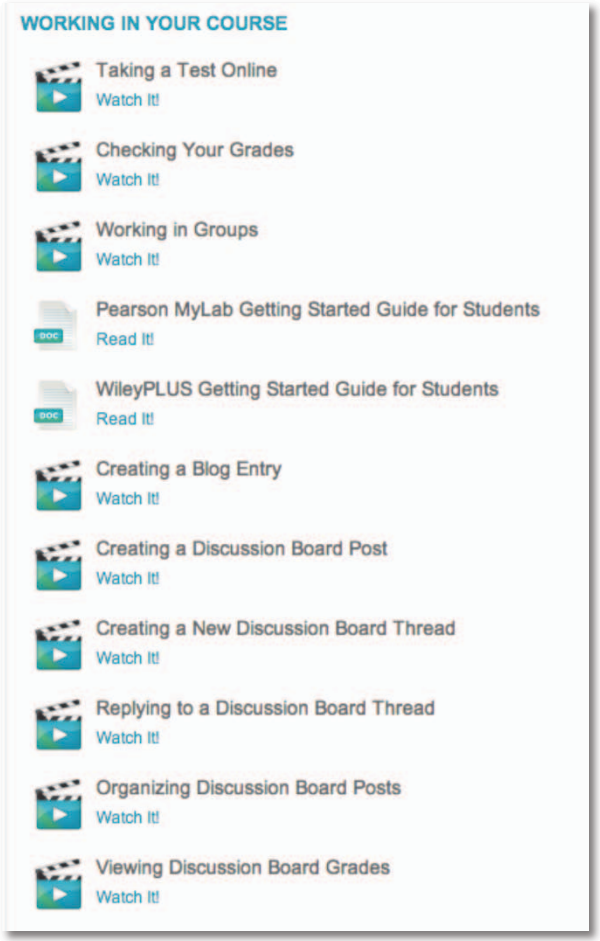
Learner Support Resources


Blackboard
learn™
USERNAME:
PASSWORD:
Login

Blackboard



- Use Firefox, Safari or Chrome (in that order of preference)
- The list includes Internet Explorer, but those of us who do tech support find that students report issues when they use that browser
- Available for most mobile devices – *http://it.stonybrook.edu/help/kb/blackboard-mobile*

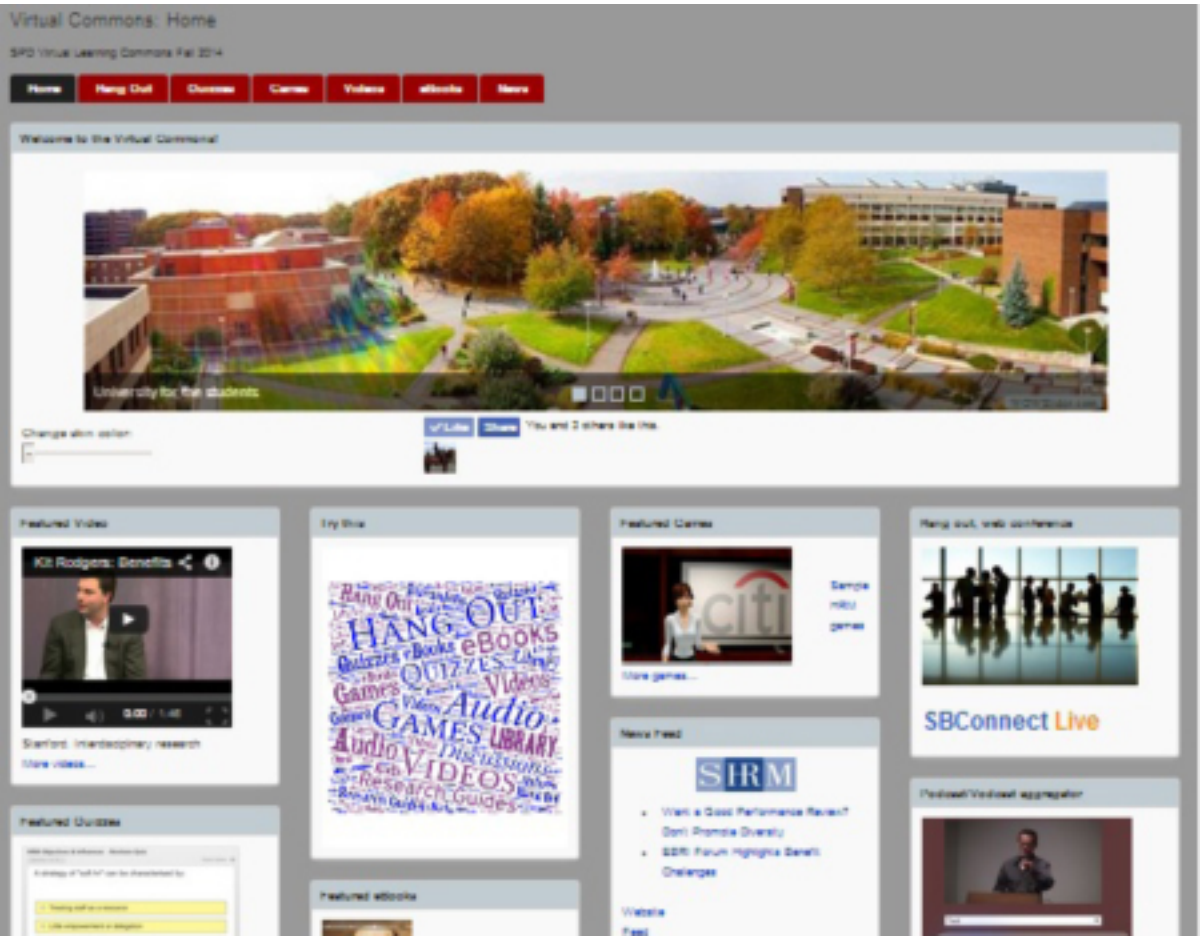


Blackboard Tutorials

- Short video tutorials on every function within Blackboard.
- Access through the SPD Online Support course within Blackboard or bookmark the following link: *http://ondemand.blackboard.com/students.htm*

Blackboard Support Resources

- SPD Online Technical Support
  M-F, 8:30-5:00pm
  spd_online@stonybrook.edu or 631-632-9484
- SPD Online Support site in Blackboard
- SUNY Learning Network (After-Hours Support)
  M-Th, 5:00pm – 9:00pm Eastern
  Saturday, 10:00am – 5:00pm Eastern
  Sunday, 1:00pm – 9:00pm Eastern
  slnsupport@itec.suny.edu or 1-800-875-6269

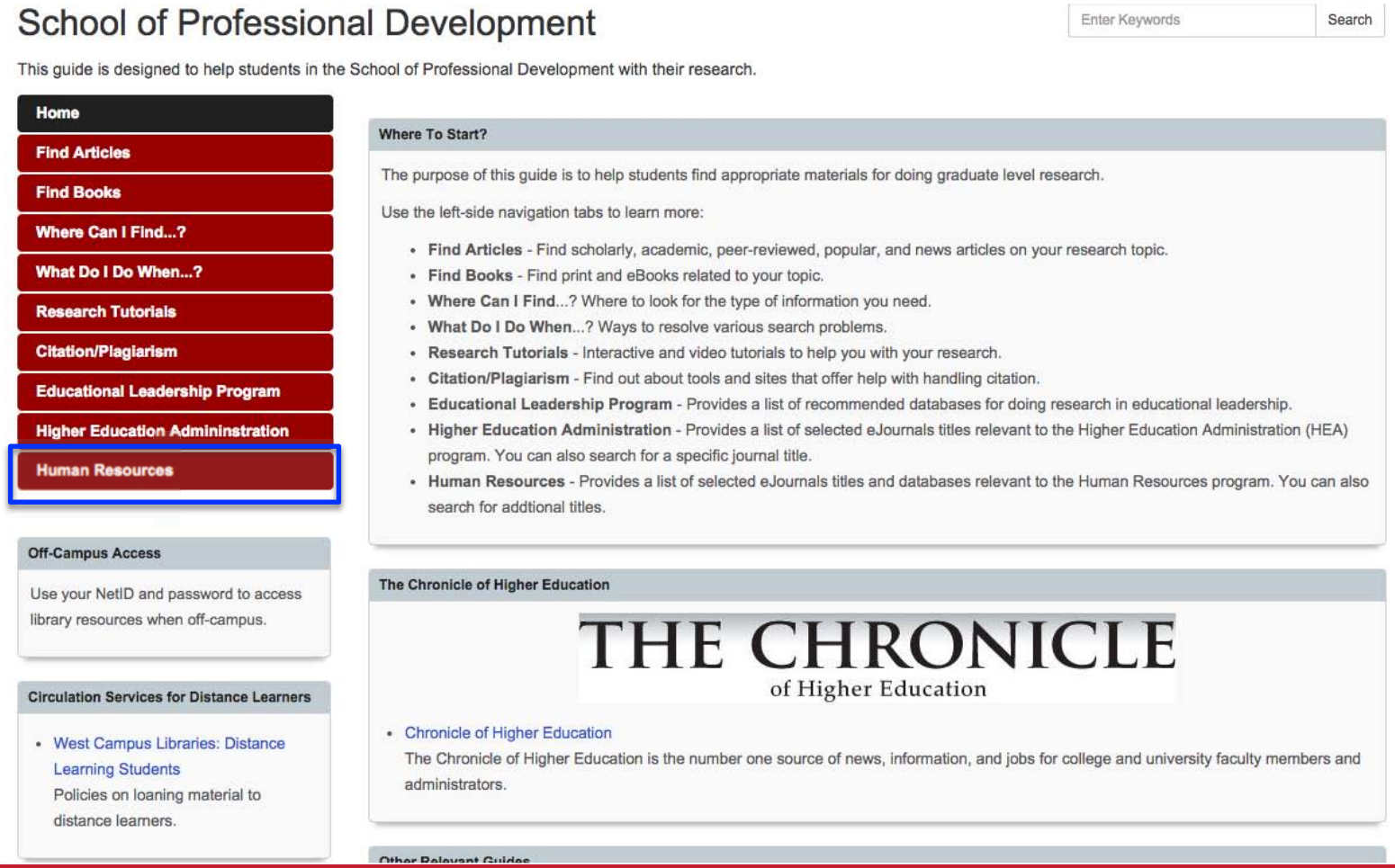


Virtual Commons

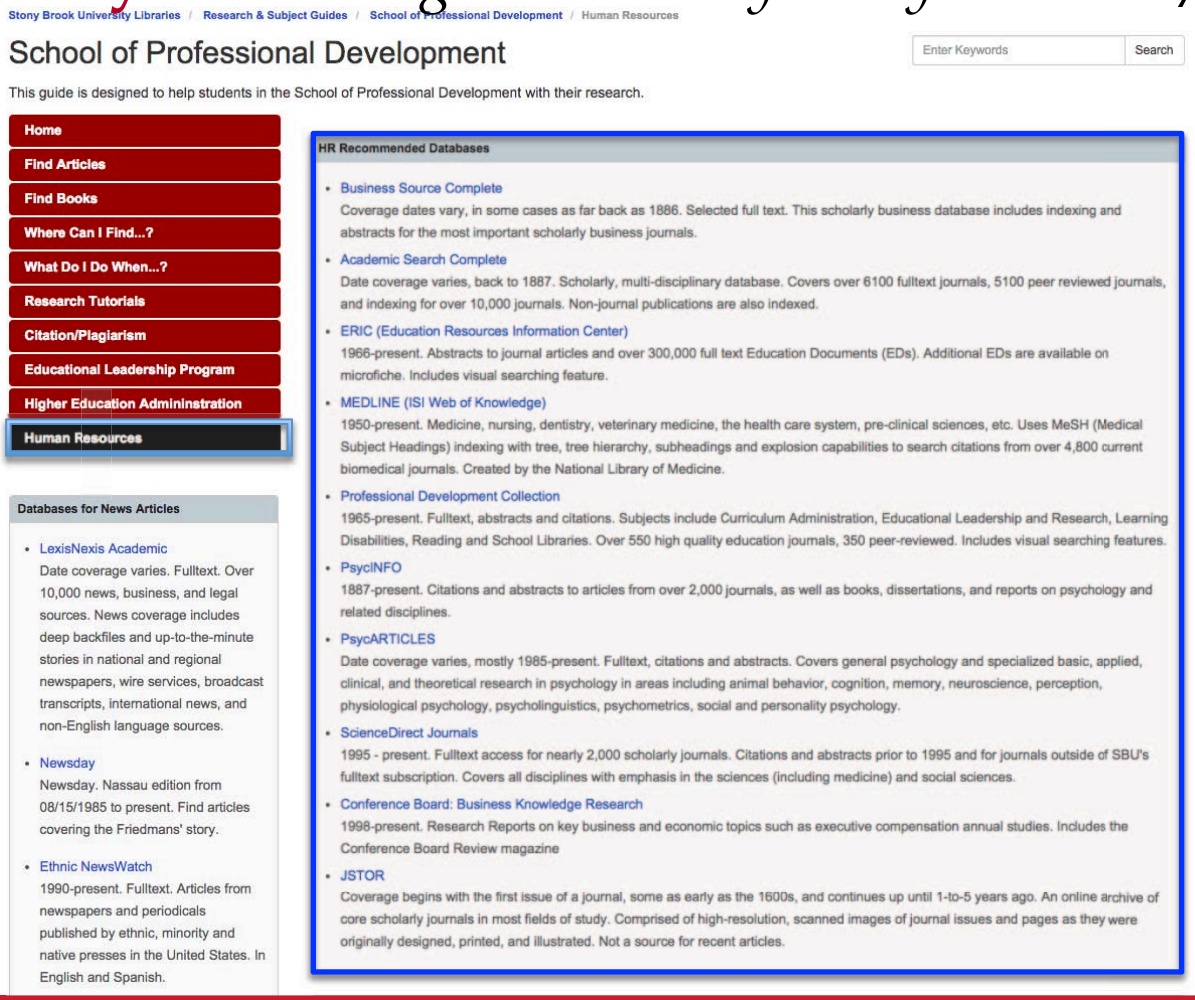
- Began in Fall 2014
- Link within Blackboard
- HRM-specific resources
- Multimedia features
- Hang-outs and events
- Lib- Guides – curated resources for HRM students

Link appears in Blackboard

SPD Library Guide



SPD Library Guide -- *guides.library.stonybrook.edu/spd/hr*



Stony Brook University Libraries / Research & Subject Guides / School of Professional Development / Human Resources

School of Professional Development

Enter Keywords Search

This guide is designed to help students in the School of Professional Development with their research.

- Home
- Find Articles
- Find Books
- Where Can I Find...?
- What Do I Do When...?
- Research Tutorials
- Citation/Plagiarism
- Educational Leadership Program
- Higher Education Administration
- Human Resources

Databases for News Articles

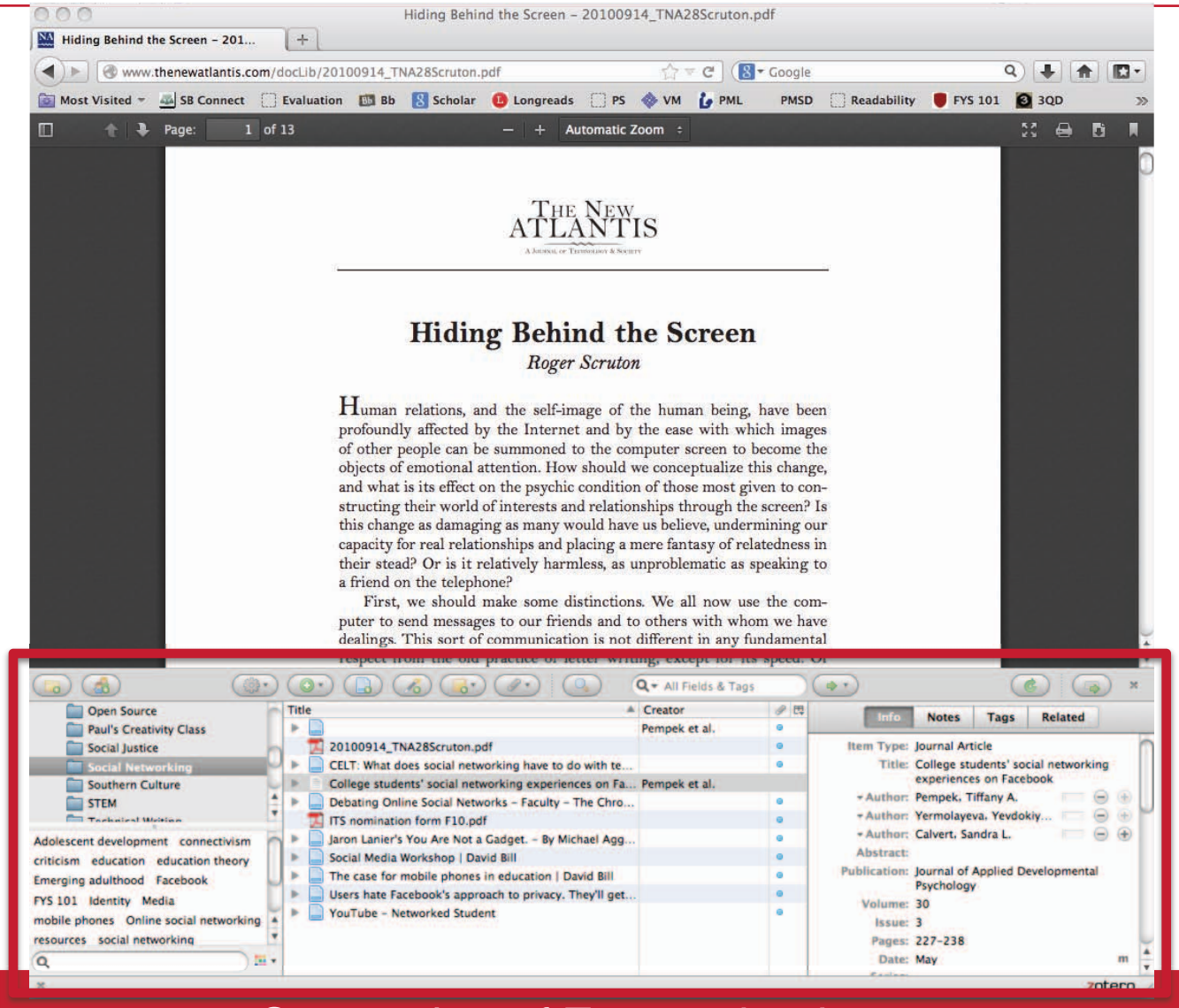
- LexisNexis Academic
  Date coverage varies. Fulltext. Over 10,000 news, business, and legal sources. News coverage includes deep backfiles and up-to-the-minute stories in national and regional newspapers, wire services, broadcast transcripts, international news, and non-English language sources.
- Newsday
  Newsday. Nassau edition from 08/15/1985 to present. Find articles covering the Friedmans' story.
- Ethnic NewsWatch
  1990-present. Fulltext. Articles from newspapers and periodicals published by ethnic, minority and native presses in the United States. In English and Spanish.

HR Recommended Databases

- Business Source Complete
  Coverage dates vary, in some cases as far back as 1886. Selected full text. This scholarly business database includes indexing and abstracts for the most important scholarly business journals.
- Academic Search Complete
  Date coverage varies, back to 1887. Scholarly, multi-disciplinary database. Covers over 6100 fulltext journals, 5100 peer reviewed journals, and indexing for over 10,000 journals. Non-journal publications are also indexed.
- ERIC (Education Resources Information Center)
  1966-present. Abstracts to journal articles and over 300,000 full text Education Documents (EDs). Additional EDs are available on microfiche. Includes visual searching feature.
- MEDLINE (ISI Web of Knowledge)
  1950-present. Medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, etc. Uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 4,800 current biomedical journals. Created by the National Library of Medicine.
- Professional Development Collection
  1965-present. Fulltext, abstracts and citations. Subjects include Curriculum Administration, Educational Leadership and Research, Learning Disabilities, Reading and School Libraries. Over 550 high quality education journals, 350 peer-reviewed. Includes visual searching features.
- PsycINFO
  1887-present. Citations and abstracts to articles from over 2,000 journals, as well as books, dissertations, and reports on psychology and related disciplines.
- PsycARTICLES
  Date coverage varies, mostly 1985-present. Fulltext, citations and abstracts. Covers general psychology and specialized basic, applied, clinical, and theoretical research in psychology in areas including animal behavior, cognition, memory, neuroscience, perception, physiological psychology, psycholinguistics, psychometrics, social and personality psychology.
- ScienceDirect Journals
  1995 - present. Fulltext access for nearly 2,000 scholarly journals. Citations and abstracts prior to 1995 and for journals outside of SBU's fulltext subscription. Covers all disciplines with emphasis in the sciences (including medicine) and social sciences.
- Conference Board: Business Knowledge Research
  1998-present. Research Reports on key business and economic topics such as executive compensation annual studies. Includes the Conference Board Review magazine
- JSTOR
  Coverage begins with the first issue of a journal, some as early as the 1600s, and continues up until 1-to-5 years ago. An online archive of core scholarly journals in most fields of study. Comprised of high-resolution, scanned images of journal issues and pages as they were originally designed, printed, and illustrated. Not a source for recent articles.

Library Instructional Resources

- On-campus and online workshops delivered by instructional librarians.
  - *Research Skills for SPD Students*
  - *Citation Skills for SPD Students*
  - *Live sessions will be scheduled for September; recordings are available to view now on the LibGuide website*
- We also recommend Zotero workshops or tutorials for citation management.
- Other video tutorials are available.



Screenshot of Zotero plug-in

The Writing Center

Program in Writing & Rhetoric
Stony Brook University

- Writing Center tutors can help you improve your writing.
- Must plan well in advance and have assignment info and draft information at the ready.
- E-mail and telephone appointments available.
- To ensure a graduate-level tutor, set up appointment through Kim Giacalone at *kim.giacalone@stonybrook.edu*

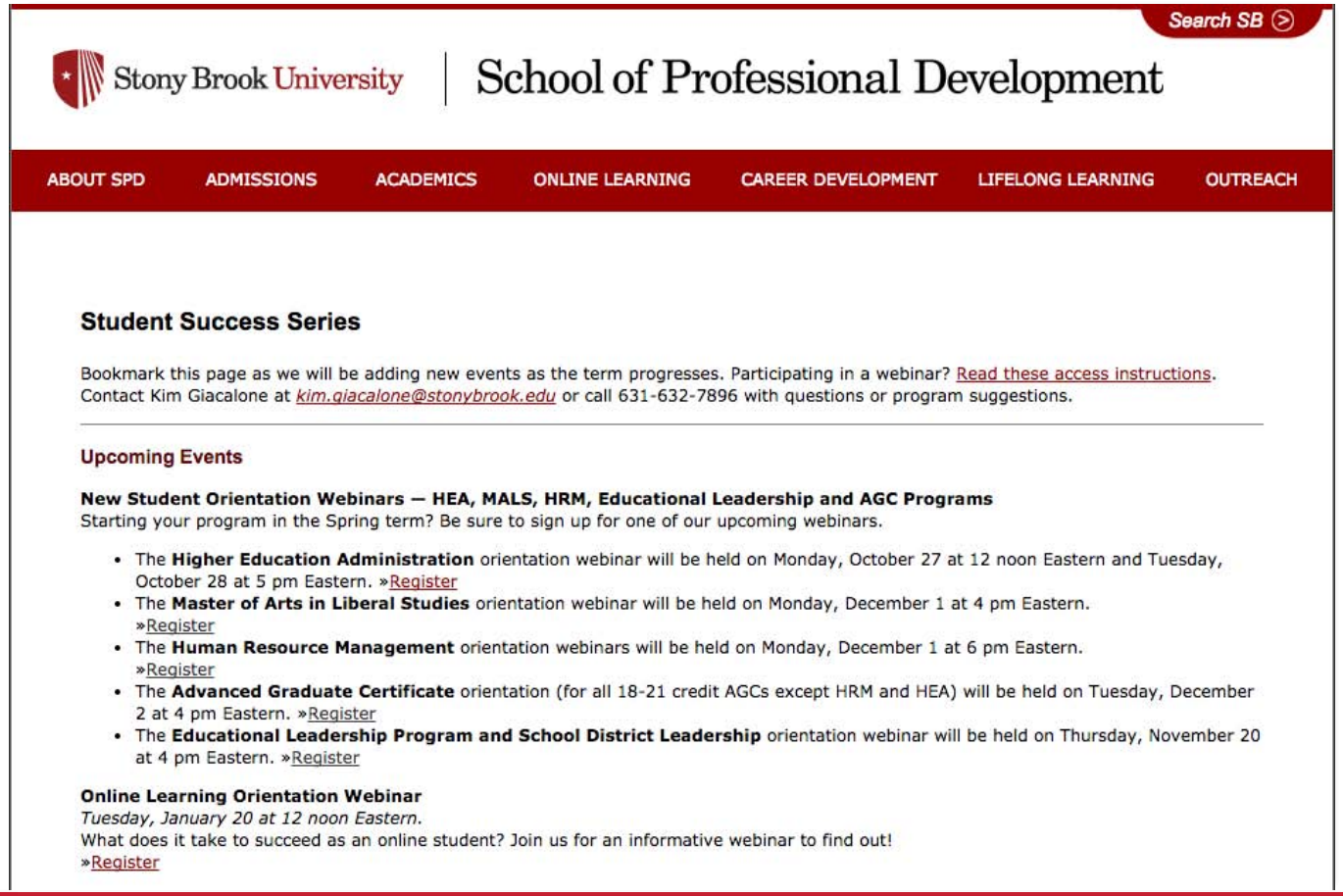
Professional Socialization and Career Resources

- Stony Brook Career Center: *career.stonybrook.edu/*
- Society for Human Resources (SHRM) Student Chapter: *www.stonybrook.edu/spd/success/shrm_chapter.html*

Why Join SHRM?

- Networking opportunities and myriad online resources, including how-to guides, sample documents, news, research, conferences and free webcasts.
- On-campus events (many streamed online for distance students).
- Scholarship opportunities.
- Best of all it is only $40 to join while you are a student (after that, the rate goes up to $180).

Student Success Series



Search SB

Stony Brook University | School of Professional Development

ABOUT SPD | ADMISSIONS | ACADEMICS | ONLINE LEARNING | CAREER DEVELOPMENT | LIFELONG LEARNING | OUTREACH

Student Success Series

Bookmark this page as we will be adding new events as the term progresses. Participating in a webinar? Read these access instructions.
Contact Kim Giacalone at *kim.giacalone@stonybrook.edu* or call 631-632-7896 with questions or program suggestions.

Upcoming Events

New Student Orientation Webinars — HEA, MALS, HRM, Educational Leadership and AGC Programs
Starting your program in the Spring term? Be sure to sign up for one of our upcoming webinars.

- The **Higher Education Administration** orientation webinar will be held on Monday, October 27 at 12 noon Eastern and Tuesday, October 28 at 5 pm Eastern. »Register
- The **Master of Arts in Liberal Studies** orientation webinar will be held on Monday, December 1 at 4 pm Eastern. »Register
- The **Human Resource Management** orientation webinars will be held on Monday, December 1 at 6 pm Eastern. »Register
- The **Advanced Graduate Certificate** orientation (for all 18-21 credit AGCs except HRM and HEA) will be held on Tuesday, December 2 at 4 pm Eastern. »Register
- The **Educational Leadership Program and School District Leadership** orientation webinar will be held on Thursday, November 20 at 4 pm Eastern. »Register

Online Learning Orientation Webinar
Tuesday, January 20 at 12 noon Eastern.
What does it take to succeed as an online student? Join us for an informative webinar to find out!
»Register

www.stonybrook.edu/spd/success/workshops.html

Technology Resources

- DoIT (Division of Information Technology) http://it.stonybrook.edu/ or http://it.stonybrook.edu/it-guides/students

  Everything you need to know about computing at SBU. Free and dramatically discounted software, University software tutorials, and more

- Lynda.com – Training on everything under the sun. Visit stonybrook.edu/lynda

- Stony Brook E-mail: www.stonybrook.edu/mycloud

Stay In Touch

SPD: *facebook.com/spdstonybrook*

SHRM Student Chapter (has Facebook link): www.stonybrook.edu/spd/success/shrm_chapter.html

SPD: @spd_stonybrook

SHRM Student Chapter: @StonyBrookSHRM

Good luck
this semester!